

## VMR-VRO GUIDELINE - USE OF NAME 2

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### Checklist Reference - None

Name 2 has been used to convey information to the VMR's and the state agencies that have the Vendor Inquiry Role. See below:

- The legal name of the vendor has been entered here.
- Vendor Registry has been using this field when the vendor has been inactivated due to consolidation or a name change by referencing the new vendor number here.
- Vendor Registry has also been using this field when the collection of a W-9 or a vendor application has been impossible. We have been using "DO NOT REACTIVATE WITHOUT A W-9" or similar in Name 2.

### PROBLEMS

While using Name 2 is helpful for users, it does cause problems when 1099's print. An inactive vendor can still receive a 1099, and Name 2 will print on the 1099 form, which can look bad if the above wording appears.

### SOLUTION

The Vendor Registry Office has been using the Alternate Name field on the address (even on those vendors who have been inactivated). Entering the correct name on the address guarantees the address attached to the 1099 page will result in a clean 1099 when printed.

Exception: VMR's need to remember Name 2 does not print on the check but will print on the 1099.

*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*